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## Special Reports Writer

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### **Position Statement**

Organizes, interprets, writes and edits material received from the Success Stories Developer and other CEO Branch staff. Incorporates mitigation success as from state, county, city, communities, and volunteer agencies into final published documents for wide distribution. Supports all departments of the CEO Branch in the development of special project writing needs. Reports directly to the Special Projects Manager.

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### **Attributes**

#### **Knowledge**

Uses clear and concise oral and written communications and can conduct effective interviews. Establishes priorities, makes logical and mission oriented decisions and can operate comfortably under stressful conditions in a politically sensitive environment. Able to construct and publish professional documents to accommodate wide range of readership. Excellent knowledge of FEMA Mitigation programs including CEO Branch Functions.

#### **Skills and Abilities**

- ☐ Proficient in MS Office Programs and desktop publishing.
- ☐ Establishes priorities, makes logical and mission oriented decisions and can operate comfortably under stressful conditions in a politically sensitive environment.
- ☐ Ability to conduct in-depth interviews with people who may have suffered extensive disaster damage.
- ☐ Able to construct and publish professional documents to accommodate a wide range of readership.
- ☐ Story research and development, organizational, writing, self-motivational, investigating and computer program skills.
- ☐ Good knowledge of FEMA mitigation measures, funding and programs (Hazard Mitigation Grant Program, National Flood Insurance Program and 800 Series/Minimization Project, Small Business Administration and *Project Impact*).
- ☐ Familiar with policies concerning equal employment opportunities, ethics, and safety.
- ☐ Understands roles and responsibilities of other federal and state agencies, and public and private business.

### **Duties**

- ☐ Obtain and present specialized information within strict accuracy, format, and style requirements.
- ☐ Establish a format in which data will be entered in a consistent and uniform fashion.
- ☐ Establish roles and standards for the story writing process.
- ☐ Proofread material and meet strict timelines.
- ☐ Establish criteria and procedure for approval of any changes to established roles and standards.
- ☐ Design reporting procedures for any project assigned.
- ☐ Supply reports and information to the Special Projects Manager.
- ☐ Provide input to the Special Projects Manager for Situation Report as required.
- ☐ Maintain a daily log of activities and communications, noting after-action items for After-Action Report.